DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
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NAVRESINFOSYSOFFINST 5750.1
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NAVRESINFOSYSOFF INSTRUCTION 5750.1

Subj: COMMAND HISTORY

Ref: (a) OPNAVINST 5750.12F

Encl: (1) Guide for the preparation of Command Histories

1. Purpose. To ensure the annual compilation and preservation of meaningful information of historical significance concerning Naval Reserve Information Systems Office (NAVRESINFOSYSOFF).

2. Responsibility. The Director, Administrative Services Department will maintain an ongoing file of pertinent historical data concerning NAVRESINFOSYSOFF, and will prepare the report annually under the provision of reference (a). Department directors are required to keep the Director, Administrative Services Department cognizant of historically significant events that have taken place within their respective departments.

3. Action.

    a. Department directors shall thoroughly review the contents of enclosure (1) and submit to the Director, Administrative Services Department a monthly report of items covered in enclosure (1). Monthly reports will be submitted by the 15th of each month. NEGATIVE REPORTS ARE REQUIRED.

    b. The Director, Administrative Services Department will prepare a Command History for NAVRESINFOSYSOFF and submit it to the Director of Naval History (N09BH) no later than 1 March of each year.

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Distribution: (NAVRESINFOSYSOFFINST, 5216.1)
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NAVRESINFOSYSOFFINST 5750.1

<u>GUIDE FOR PREPARATION OF COMMAND HISTORIES</u>

1. <u>Overall Guidance</u>

    a. Command histories are the only overall accounts of an
organization's activities and achievements normally preserved for
future use. They are maintained in the Navy's permanent records,
indexed, and made accessible to authorized users. The documents
are used by staff officers of the Department of the Navy who need
information on past events, by official study groups, by
authorities responsible for verifying unit awards or individual
sea pay claims, and by originating Commands seeking background
information on their units. Numerous questions from other
government officials, Congress, former Naval personnel, and
members of the general public are answered from the Command
historical files within the limits of security and policy
restrictions. These documents serve as the eventual basis for
published Naval histories.

    b. The focus of a command history is to present a reliable
account of the <u>primary</u> mission or program. Only those matters
that are of major concern should be covered in these documents.

    c. If comprehensive reports of operations or activities are
compiled to meet other reporting requirements, they should be
submitted with the command history. This will eliminate the need
to write an extensive narrative and will avoid duplication of
previously complied reports.

    d. Command histories are required only for a <u>single</u> year.
Overall histories may be submitted as supporting documents, but
are not required.

    e. Command histories should be written in clear and concise
English with a minimum of abbreviations or technical jargon.
Code words should be defined.

2. <u>Contents.</u> Command histories contain three parts: Basic
historical narrative, special topics, and supporting documents.

    a. <u>Basic Historical Narrative.</u> This section describes
NAVRESINFOSYSOFF's mission, organization and how our mission was
implemented during the last year. The three required sections
include:

        (1) A statement of NAVRESINFOSYSOFF's mission.

Enclosure (1)

(2) Description of NAVRESINFOSYSOFF's organization; names of the Agency Director, department directors, and other senior staff members; identification of our immediate superior; and any units of NAVRESINFOSYSOFF'S command.

(3) Description of mission accomplishment during the year including events, developments, and operations that relate to the primary work of NAVRESINFOSYSOFF. NAVRESINFOSYSOFF's narrative will be submitted in chronological order including all conference, visitors, major projects, including their initiatives, important milestones reached, achievement of status, etc.

b. Special Topics. The following information will be reported. (Do not repeat included information in the historical narrative):

(1) Statistics on major functions, such as volume of logistic support, maintenance work, training, or recruiting.

(2) Number of military and civilian personnel on board.

(3) Major command problems faced during the year.

(4) Major facility developments, including new construction and base right agreements.

(5) Major accidents or casualties.

(6) Community relations, involvement, including disaster relief.

(7) Records set or other unique and unusual events.

c. Supporting Documents. These are copies of documents already prepared by the command. They are easy to assemble and are a valuable part of the history. It is not necessary to repeat the basic information in the documents elsewhere in the history. Examples include: annual, administrative, technical reports prepared to meet other requirements that give an overview of NAVRESINFOSYSOFF' s mission accomplishments; biography and photograph of the Agency Director; staff director, and organizational chart; reports of major conference (Committee for the Interface of Distribution/Accounting System (CIDAS), major awards and citations given to NAVRESINFOSYSOFF and booklets used for public or staff orientations, telephone directory, shareholders report, and organizational chart by department, mission and function statement, inspector general reports and

follow up reports; copies of letters, notices, instructions, or messages authorizing the disestablishment, establishment, or redesignation of the command.